

Summary regulations for candidates 2010

This document contains a summary of the information you need to take a Cambridge ESOL exam. You must read this very carefully. If you do not understand something, please ask your centre.

The full regulations, which set out your rights and obligations as a candidate, are set out in the *Regulations* booklet which is available from your centre or from www.CambridgeESOL.org.

- **ESOL:** 'English for Speakers of Other Languages'.
- **Cambridge ESOL:** 'University of Cambridge ESOL Examinations', a part of Cambridge Assessment, which is a non-teaching department of the University of Cambridge.
- **Centre:** an authorised Cambridge ESOL exam centre. Centres are independent institutions and are not directly controlled by Cambridge ESOL. Cambridge ESOL is not responsible for any actions or omissions by centres.
- **Candidate:** someone who has registered to take a Cambridge ESOL exam.

1. Who can take the exams?

- Cambridge ESOL exams may be taken by people of any age, gender, race, nationality or religion. Although they are designed for native speakers of languages other than English, no language related restrictions apply.

2. Registering for the exam

- You must register for the exam through a centre. Your contract is with the centre and you pay your exam fees to them.
- For some exams, there may be more than one session in the same month. You can only enter for these exams once in a month.
- You must take all components of an exam on the dates specified. You are not allowed to take some components in one session and the remainder at another time.
- You cannot transfer an entry from one exam session to a future one, or to an exam at a different level.

3. Special requirements

- Cambridge ESOL will always try to make arrangements for candidates with special requirements (e.g. extra time or adapted papers).
- You must tell your centre as soon as possible if you have any special requirements because Cambridge ESOL needs to receive applications 8–12 weeks before the exam (depending on what is required and which exam you are taking). Some exams may need up to 6 months' notice.

4. Taking the exam

- The centre will give you information about where and when your exam will be held. You must make sure that you arrive at the right time and that you bring the pencils, pens, etc. that you need for the exam.
- The centre will give you a copy of the *Notice to candidates*. This tells you how you must behave in the exam, and you must read it carefully. If you do not follow the instructions, you may be stopped from taking the exam, or you may not receive a result.
- You may be asked to fill out a Candidate Information Sheet. Cambridge ESOL uses this information as part of its research and development programme to improve the quality of the exams. The information you give is treated anonymously and is strictly confidential.

- You may be asked to complete a short 'anchor test'. Cambridge ESOL uses this information as part of its quality control programme. The 'anchor test' will not affect your exam result.
- We may also record your Speaking test as part of Cambridge ESOL's quality control procedures.
- If you have a problem which you think might affect your performance during the exam you **must** tell your centre on the day of the exam. See the *Notice to candidates* for more information. The centre will check the problem and if appropriate will report it to Cambridge ESOL for consideration when deciding your result.
- If you miss the exam because of illness, you may be allowed a full or part refund. You will need to give medical evidence to your centre.

5. After the exam

- For some examinations your result will be available from the Results Online website on the date specified. Your centre will give you access to this site. For other examinations a copy of your result will be posted to your centre who will forward the information on to you.
- If you think that your result is not correct, please contact your centre without delay and they will give you details of the enquiries and appeals process. Information is also available on www.CambridgeESOL.org.
- Cambridge ESOL will not give feedback on your performance for individual questions. All the available information is given on your statement of results.

6. Certificates

- If you have passed the exam, your centre will give you your certificate 4–6 weeks after the results are issued.
- Do not lose your certificate because Cambridge ESOL cannot replace it. If you do lose your certificate and need to prove your result, you can apply for a certifying statement, which provides an official confirmation of your result. The certifying statement application form is available from www.CambridgeESOL.org.

7. Copyright

- Copyright on all question papers and exam material belongs to Cambridge ESOL. You must not take question papers, notes or any other exam material out of the exam room.
- Cambridge ESOL does not allow candidates, schools or centres to view candidates' answers or any other work done as part of an exam.
- Cambridge ESOL will not return any work you produce in the exam to you or your school.

8. Data Protection

- Cambridge ESOL abides by UK Data Protection laws and centres comply with local data protection and privacy laws. Your information will be stored securely for a limited period of time, except for information which may be needed later to confirm your result, which is kept for an unlimited time.
- Your statement of results will be made available to your centre, and may be sent to your school or to another authorised third party as evidence.
- Cambridge ESOL and its centres will not use your personal details for any purpose other than for the exams except as described below. In particular, the information you provide will not be used to contact you for marketing purposes without your permission.

Cambridge ESOL may use the information you provide when you register and the work you produce in the exam for quality control and research and development activities. This may include, without limitation, written work, and video and audio recordings of your Speaking test. Cambridge ESOL and the centre will ensure that your personal details are never made public. Details of the research activities can be found on www.CambridgeESOL.org.